

**Wethersfield Library Board  
Minutes of June 22, 2010**

**Members present:** Kim Bobin, Susan Grady, Clare Meade, Jenny Miglus, Brad Milvae, Polly Moon, David Troy

**Others:** Laurel Goodgion, Library Director; Dan Silver, prospective board member

**Excused:** Tim Tuell, Ralph Horowitz

**CALL TO ORDER:** Polly Moon called the meeting to order at 7:06

**PUBLIC COMMENT:** None

**ADDITIONS TO THE AGENDA:** None

**FRIENDS OF THE LIBRARY:** Polly passed out an e-mail report sent by Friends liaison Martha Mayer since she could not attend.

- The Friends will provide refreshments for the appreciation event for library staff, July 21.
- The Friends voted an additional \$1000 toward the library's job support program.
- The Friends are continuing to work on outlining Standard Operating Procedures for their routine volunteer operations.

**COUNCIL LIAISON:** No report.

**LIBRARY BOARD CHAIRMAN:**

- Polly thanked Clare Meade for being willing to step up as Chair.
- Polly thanked Susan Grady for her service to the board. She saw the library through many changes and improvements, was secretary exemplar for four years and lobbied intensively for the soon to be implemented RFID technology.

**APPROVAL OF MINUTES OF MAY 25**

- **It was moved, seconded and carried to approve the minutes of May 25 as presented.**

**LIBRARY DIRECTOR – REMARKS AND QUESTIONS**

- Laurel thanked Polly for her nine years of service to the Board. She has served as Secretary, Vice Chair and Chair in that time and has always been a reliable and committed advocate for the library.
- Laurel is using the funds remaining in this year's budget to purchase 20 computers to replace 20 computers that are at least four years old. The old computers will be re-assigned in a trickle-down fashion or be used for parts.
- She is working on the purchase of a wall-mounted flat screen to be mounted near the check out desk.
- She will be able to pay the cost of tech support for next year from this year's budget.
- Laurel passed out a letter from Mayor Hemman which thanks everyone for their hard work on the FY '11 budget, outlines some highlights of that budget, and enjoins all to start early and keep an open mind for the next budget season.
- Laurel also passed out a board information packet of library events, and an article circulated by Jeff Bridges about how to address overspending in state and local government.
- Laurel reported that, of the two staff members on extended medical leave, one will not be returning, the other hopes to return in the fall.
- The library received 90 applicants for a minimum wage, part time page position. Twenty applicants were tested and five applicants will be interviewed.

- In response to many patron requests, the new-book collection was moved down to the first floor now that the lighting has been improved. Library staff did an excellent job.
- The library experienced a three hour power cut test after being given 15 minutes notice. Sixty patrons had to leave the building. Staff continued to re-shelve books with flashlights. It was noticed that the stairs are extremely dark and need emergency lighting.
- Air ducts have been cleaned; this has led to improved cooling throughout the library. A shade for the skylight over the check-out desk is needed.
- The library is closed on Sundays from June through September; it remains open on Saturdays. July is an extremely busy month.
- The library has received the \$30,000 grant for RFID from the Hartford Foundation for Public Giving. Laurel will be contacting the Connect computer consortium for final prices. She will send the board a copy of the grant proposal.

## POLICIES

- **Public Comment Policy:** It was moved, seconded and carried to approve this policy as revised.
- **Staff Development Policy:** It was moved, seconded and carried to approve this policy as presented.

## COMMITTEE REPORTS

- **Board Development Committee:** No formal appointments have been made, but Clare Meade, Dan Silver and Laura Nash are expected to be confirmed as board members by the town council at their June 23 meeting.
- **Nominating Committee:** In anticipation of Council confirmation, it was moved, seconded and carried to approve Clare Meade as chair, Tim Tuell as Vice-chair, and Jenny Miglus as Secretary. Clare summarized Polly Moon's and Susan Grady's accomplishments while on the library board and thanked them both for their dedication and commitment to the Wethersfield Library.
- **Finance Committee:** Tim will take over as chair of this committee.
- **Outreach Committee:** No report

## OTHER BUSINESS:

- The estate of Jane Sjoman has not cleared probate court and the terms of her bequest to the library are unknown. It is believed that the library is the primary beneficiary. The library board confirmed their vote, taken at their December 2009 meeting, to establish a dedicated endowment fund. The finance committee will monitor the timing of the probate hearing to be sure that the board is in compliance with all requirements. Laurel has sent obituary information about Ms. Sjoman to her attorney. Once the estate is settled, the outreach committee will work on a function to publicize the Sjoman gift.
- A representative from Liberty Bank will be attending the next board meeting.

At 7:52 it was moved, seconded and carried to go into executive session.

At 7:56 it was moved, seconded and carried to leave executive session.

**It was moved, seconded and carried to approve a 2.9% salary increase for the Library Director.**

At 7:58 it was moved, seconded and carried to adjourn the meeting.

Next month's meeting will be on July 27, at 7:00 p.m.

Respectfully submitted 7/18/10,

